
Director's Meeting PowerPoint

christina.guimera@lacity.org Christina Guimera

Monday, April 24, 2017 at 4:44:16 PM Pacific Daylight Time

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Cc: raymond.chan@lacity.org Raymond Chan

Hi everyone,

Attached is the PowerPoint presentation from today's Director's Meeting.

Best,
Christina

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Christina Guimera

Executive Assistant to

Deputy Mayor Raymond Chan

(213) 978-6397

Attachments:

MOED Director - calendar.pptx 5.5M

In My View

a well-rounded LADBS leader should carry out the following 7 roles:

1. **GETTING-THINGS-DONE MANAGER** **Take Care of Business**
Act, Assign, and Follow-up on work efficiently and effectively
2. **PERFORMANCE-FOCUSED MANAGER** **Take Care of Business**
Measure, monitor, and ensure performance
3. **CHANGE LEADER** **Lead People**
Make differences by creating and realizing VISIONS
4. **TEAM BUILDER** **Lead People**
Build trust bond, raise morale, and earn respect from staff
5. **TEAM PLAYER** **Interact / Influence People**
Build alliance w/ City stakeholders and promote LADBS' image
6. **CONSENSUS BUILDER** **Interact / Deal with People**
Negotiate to achieve Win-Win results and protect LADBS' interest
7. **BUSINESS PARTNER** **Interact / Deal with People**
Advise, guide, and assist customers to build safe, well, and fast

What are the differences between a manager and a leader?

<i>MANAGER</i>	<i>LEADER</i>
<i>Manage operation to run well</i>	<i>Lead operation to improve</i>
<i>Manage work of others</i>	<i>Lead others to make a difference</i>
<i>Get things done right</i>	<i>Get right things done right</i>
<i>Direct others to work</i>	<i>Motivate others to achieve</i>
<i>Others work for him</i>	<i>Others follow him</i>
<i>Manage a group</i>	<i>Build a team</i>
<i>Set procedure</i>	<i>Set vision</i>
<i>Manage status quo</i>	<i>Challenge status quo</i>
<i>In charge</i>	<i>Take charge</i>
<i>Stay within the boundary</i>	<i>Get ahead of the curve</i>
<i>Have authority over the group</i>	<i>May or may not have authority over the team</i>
<i>Does not have to be a leader</i>	<i>**Should also be a manager</i>

**We are fortunate because we have the authority as a manager and
the opportunity to be a leader.**

As a leader

We want from our staff

lots of respect, some love, little fear (of disappointing us), but no hate.

We have to constantly remind ourselves that:

*It is easy to instill fear in our staff and easier to make them hate us.
But we have to work hard to earn their respect and harder for their love.*

We have to always remember that Leadership is:

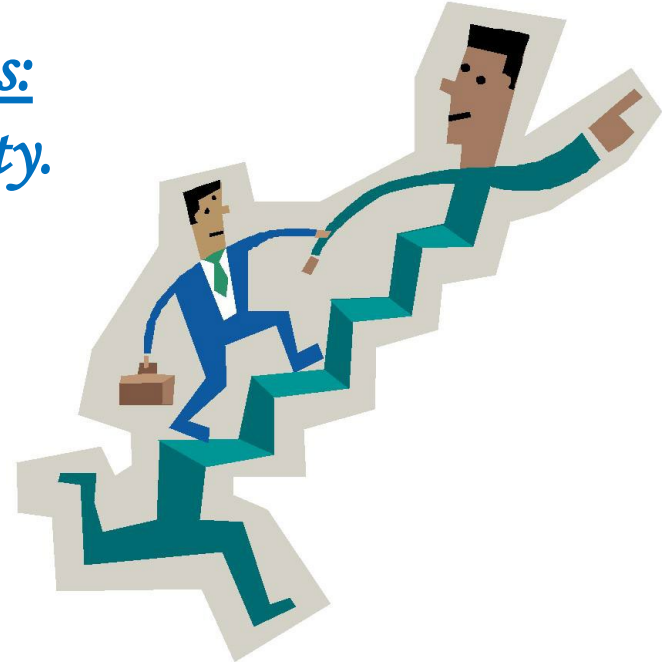
Not about authority but about responsibility.

Not about power but an honor.

Not a right but a privilege.

Not a position but actions.

Not what to do to people but for people.



Ray's Picture of a Leadership Elephant

Session 4

Leading People

Honorable Characters
Achieving Commitments
Build / Motivate a Team
Lead Different Performance Styles
Create & Realize Visions
Define a Leader
Evaluate a Leader

Session 3

Interacting / Influencing People

Be Liked / Communicate Well
Deal w/ Different Personalities
Build Relationships
Build Consensus (Negotiation)
Meetings / Written Documents
Public Speaking
Interviews

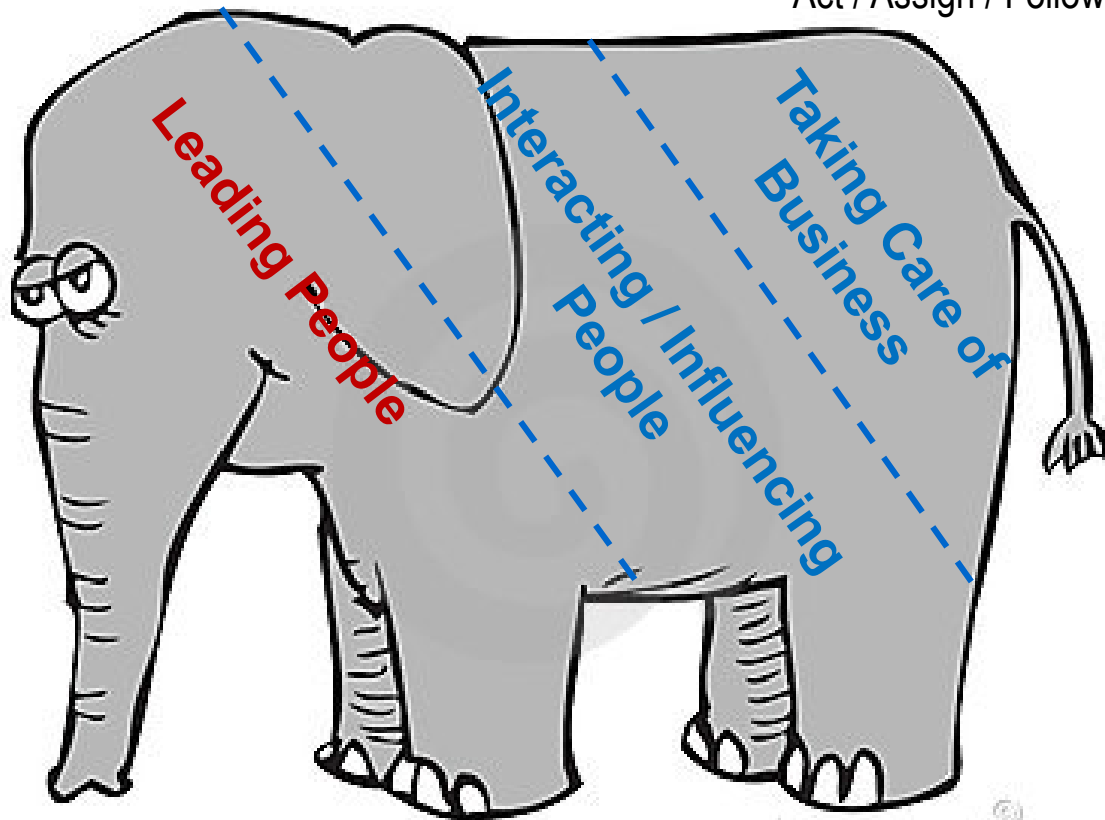
Sessions 1 & 2

Taking Care of Business

Use These Tools

Email / Radar Screen
Calendar / Assignment Log
Action Plan / Timeline
To Manage Time/Work
Plan / Strategize
Prioritize / Schedule
Act / Assign / Follow-up

**Influencing people to
take care of business.**



With proper leadership skills, we will be able to carry out the 7 roles.

“What Successful LADBS Leaders Do and How to Do It”

discusses the proper leadership skillsets to:

Take Care of Business

Interact / Influence People

Lead People

Session 1 & Session 2

Taking Care of Business Skillset

- A combination of various management **SKILLS**:
 - Plan, Prioritize, & Schedule work
 - Act, Assign & Follow-up with work
 - Manage Time & Work
 - Delegate Work
- Use various **TOOLS** and **PROCEDURES** to:
 - **Plan** & **Strategize** ‘what to do and steps to do’
 - **Prioritize** & **Schedule** ‘when to do and how long to do’
 - **Act** & **Assign (delegate)** to ‘do it’
 - **Monitor** & **Follow-up** to ensure ‘progress and completion’

Session 3

Interacting / Influencing People Skillset

- **Interpersonal Interaction**

Be Liked / 3-V Communication / Build Relationships

- **Negotiation & Problem Solving**

Bridge 'Gap' / Build Consensus / Achieve 'Win-Win'

- **Written Communication**

5-step Writing / Organize Thoughts / Write Concisely

- **Public Communication**

Meeting / Speech & Presentation / Interview

Session 4

Leading People Skillset

- **Qualities of a Leader**

Characters / Commitments

- **Build and Motivate a Team**

Instill Belief / Build Bond / Praise & Redirect

- **Situational Leadership**

Different Leadership Styles for Different Performance Styles

- **Work of a Leader**

Create & Realize Visions

- **Definition and Evaluation of a Leader**



Time and Work

Session 2 – Part 2

Leaders are not born, but trained to be.

There are not many fairness in life.

***One of them is that
everyone has 7 days or 168 hours each week.***

Assuming we spend 10 hours each day from 8 pm to 6 am
for rest (idle time) and sleep

We'll have approximately **100 hours** left for activities,
work and non-work related.
(work, drive, cook, eat, clean, take care of kids,.....)

***Should we manage these 100 hours
so we can be more efficient and productive
both at work or at home?***

Let's see how most people manage these 100 hours.

Time Management Statistics

70% of the people only use:

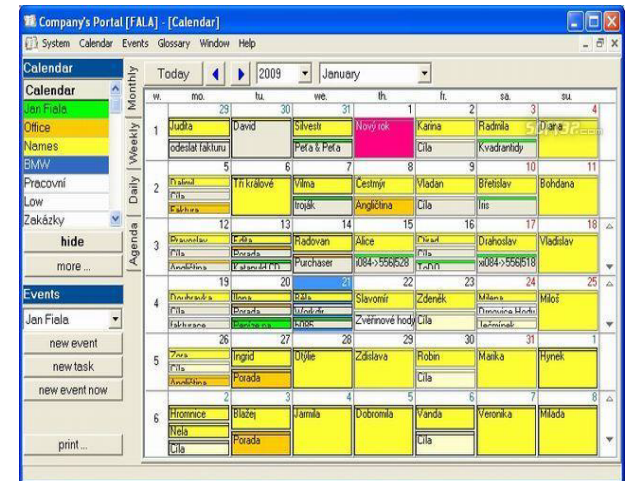
- a watch or a clock to tell time and
- a daily, weekly, and/or monthly calendar to tell dates



They keep track with time but do not manage it.

25% of the people manage time somewhat by using:

- the aforementioned tools and/or
- a planner, a smart phone, a computer, etc. as a tool to keep track with appointments (meetings / doctor visits / parties)

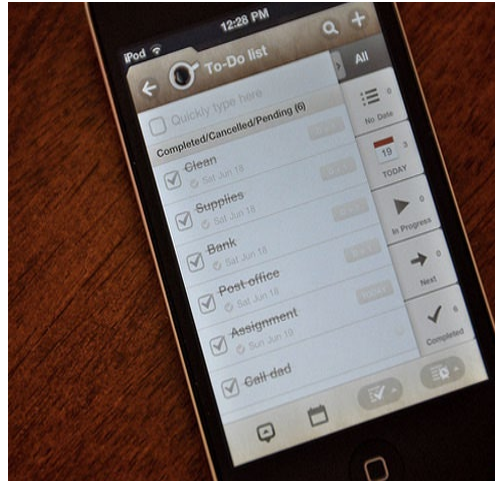


They keep track with the commitments but do not manage time effectively.

Most of the remaining 5% manage time and work more effectively by using:

- the aforementioned tools and/or
- a "to do" list on a regular basis to administer what they need to do.

THINGS TO DO TODAY	
Date _____	COMPLETED
1) _____	<input type="checkbox"/>
2) _____	<input type="checkbox"/>
3) _____	<input type="checkbox"/>
4) _____	<input type="checkbox"/>
5) _____	<input type="checkbox"/>
6) _____	<input type="checkbox"/>
7) _____	<input type="checkbox"/>
8) _____	<input type="checkbox"/>
9) _____	<input type="checkbox"/>
10) _____	<input type="checkbox"/>



They keep track with their work **but do not allot time to do them.**

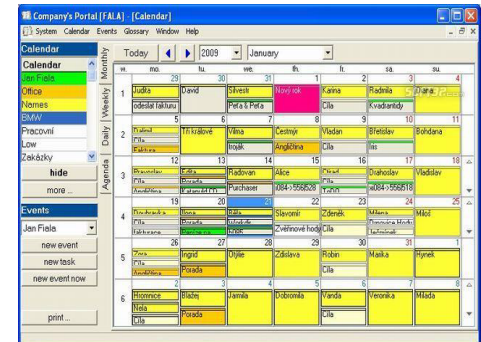
And they say, *"I have so much to do, but so little time to do them"*



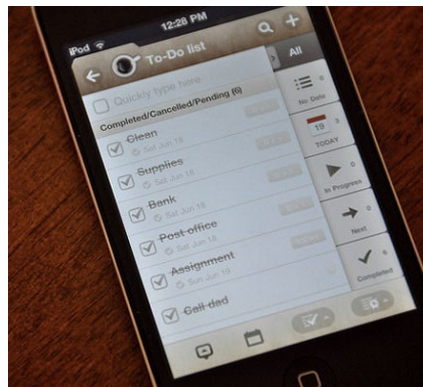
70% of people use these tools to **tell TIME**



25% use these tools to **manage TIME** for COMMITMENTS only



Most of the remaining 5% use these tools to **manage WORK** but not TIME



**In my view,
Time Management is a misleading term.**

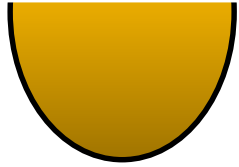
What we want to say is
how to allocate TIME to get WORK done effectively.

It should be called
Time/Work Management (TWM).

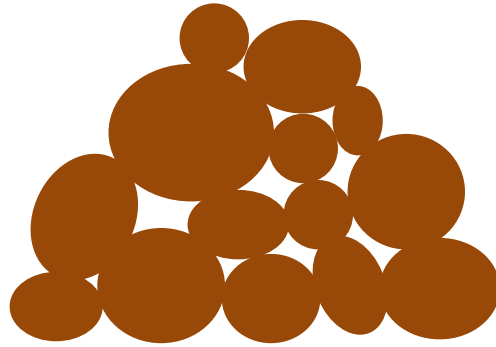
It is **not about creating** more TIME
to do more WORK.

It is **about scheduling** the TIME THAT YOU HAVE (100 hours)
to do more WORK.

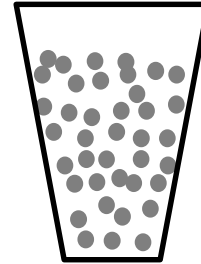
WORK are activities, work or non-work related.



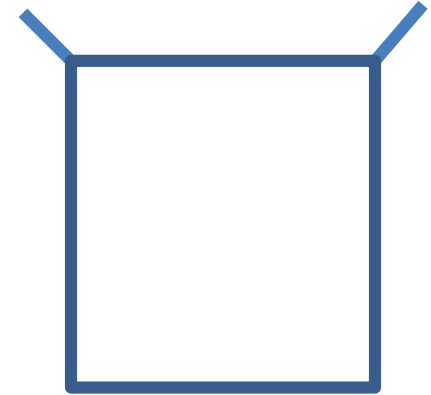
Sand



Rocks



Small Pebbles



Empty Container

***What is the best sequence to fill the empty container with
SAND, ROCKS, and PEBBLES
to create the heaviest outcome?***

**There are six possible answers.
Please take 1 minute to find the answer with the best sequence.**

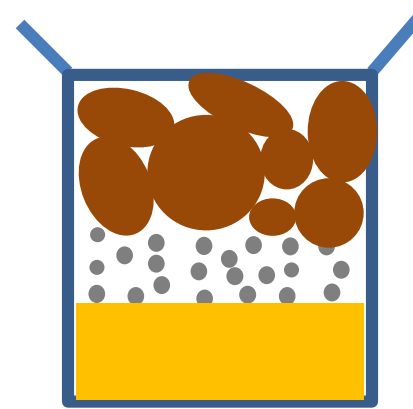
Which one of the following sequences is YOUR answer?

- 1. First rocks, then sand, last pebbles.**
- 2. First rocks, then pebbles, last sand.**
- 3. First pebbles, then sand, last rocks.**
- 4. First pebbles, then rocks, last sand.**
- 5. First sand, then pebbles, last rocks.**
- 6. First sand, then rocks, last pebbles.**

5. First sand, then pebbles, last rocks.

Worst Sequence because:

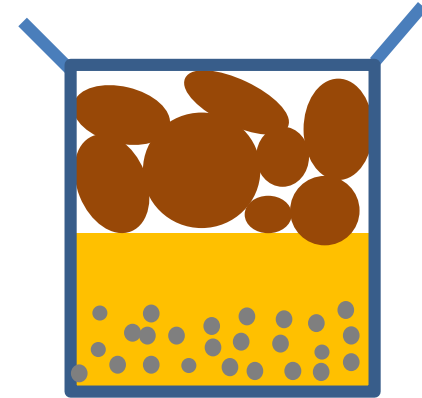
- Cannot put too many rocks
- Spaces between rocks and
- Spaces between pebbles



3. First pebbles, then sand, last rocks.

Bad Sequence because:

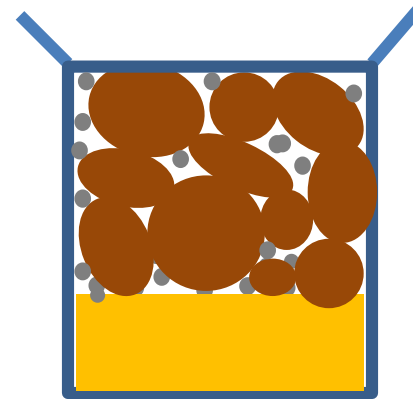
- Cannot put too many rocks and
- Spaces between rocks.



6. First sand, then rocks, last pebbles.

Good Sequence but:

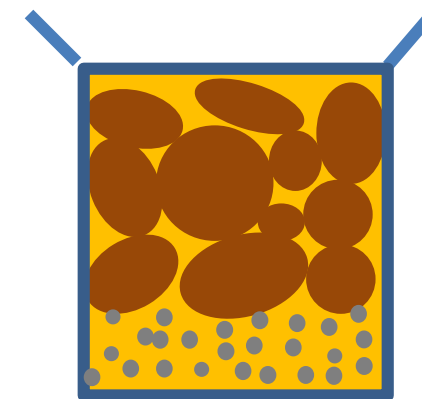
- Cannot maximize the # of rocks and
- Spaces between rocks and pebbles



4. First pebbles, then rocks, last sand.

Better Sequence but:

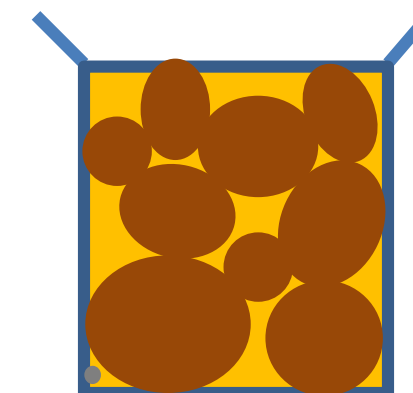
- Cannot maximize the # of rocks



1. First rocks, then sand, last pebbles.

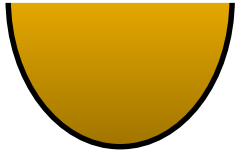
2nd Best Sequence but:

- No pebbles



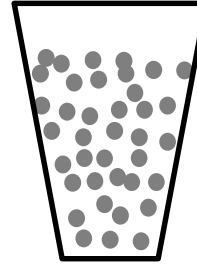
2. Best Sequence for the Heaviest Outcome

First rocks, then pebbles, last sand.

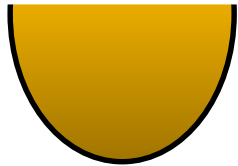
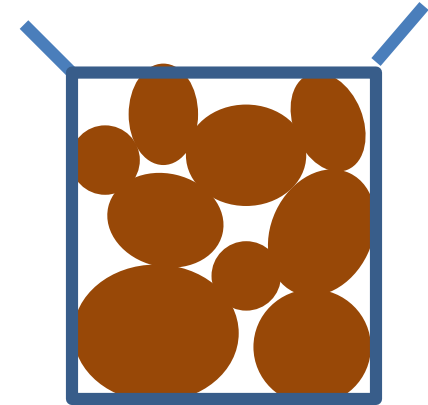


Sand

First, put in the ROCKS.

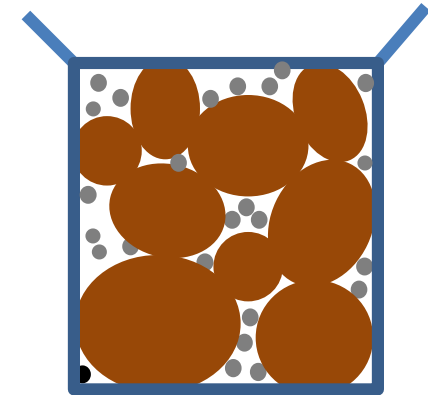


Small Pebbles

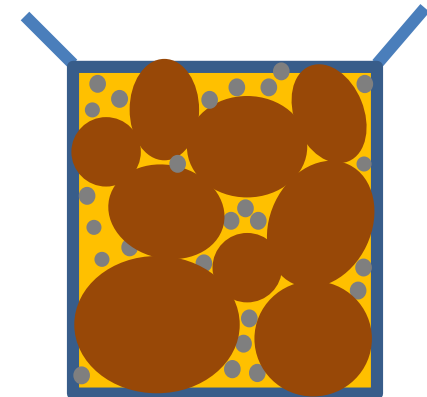


Sand

Then, PEBBBLES.



Last, SAND.



We need to **think** about
how to fit the **Sand, Rocks, and Pebbles**
into the **Container**
in order to achieve the **optimum result**.

We should also **schedule** (**think**) about
how to fit our **work** (**Sand, Rocks, and Pebbles**)
into our **100-hour week** (**Container**)
in order to be **productive and efficient** (**optimum result**).



Daily / weekly R work
to be done this week

R and U work thru emails
to be done this week

NU/I work from radar
to be done this week

Which work is Sand? Which work is Rock? Which work is Pebble?
How do we fit the work into the 100-hr container?

100-hour Container							
	Mon	Tue	Wed	Thu	Fri	Sat	Sun
7:00 am							
8:00							
9:00							
10:00							
11:00	<i>This is what Time/Work Management is about!</i>						
12:00							
1:00 pm							
2:00							
3:00							
4:00							
5:00							
6:00							
7:00							
8:00							



Taking Care of Business (TCB) Skills *Calendar System*

plan 'what to do'

schedule 'when & how long to do'

monitor & follow-up to ensure 'progress & completion'

For Routine (R), Urgent (U), and Non-urgent/Important (NU/I) work

To be done Today and This Week

Update WEEKLY and throughout the week

Session 2 – Part 3

Leaders are not born, but trained to be.

Two (2) Major Time/Work Management (TWM) Categories

Four Basic TWM categories:

- **Time Specific:** Things to be done at specific time
- **Non-time Specific:** Things to be done at any time
- **Some Time:** Things that take 30 min. or more to do
- **Minimal Time:** Things that take less than 30 min. to do

	<u>Some Time</u> Take 30 min. or more to do	<u>Minimal Time</u> Take less than 30 min. to do
<u>Time Specific</u> Be done at specific time	Time Specific & Some Time	Time Specific & Minimal Time
<u>Non-time Specific</u> Be done at any time	Non-time Specific & Some Time	Non-time Specific & Minimal Time

The 4 Basic TWM categories can be consolidated into 2 Major TWM categories:

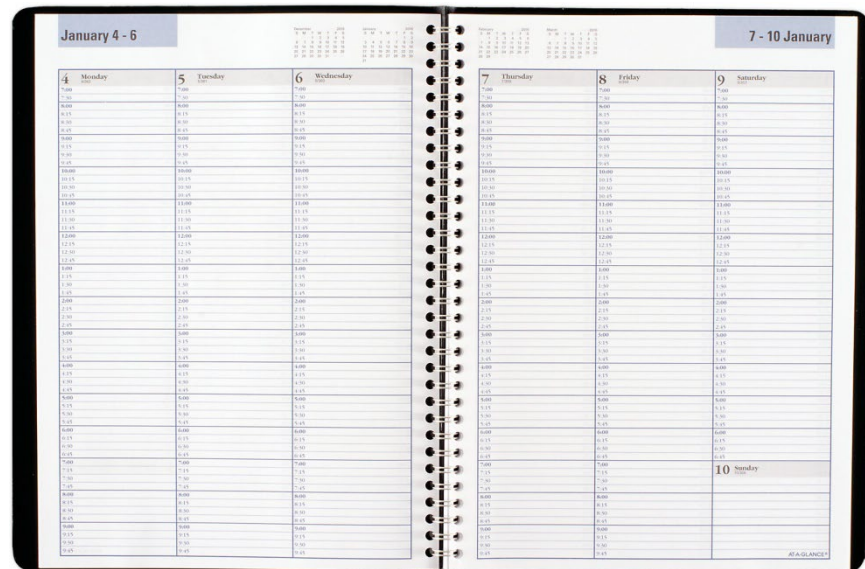
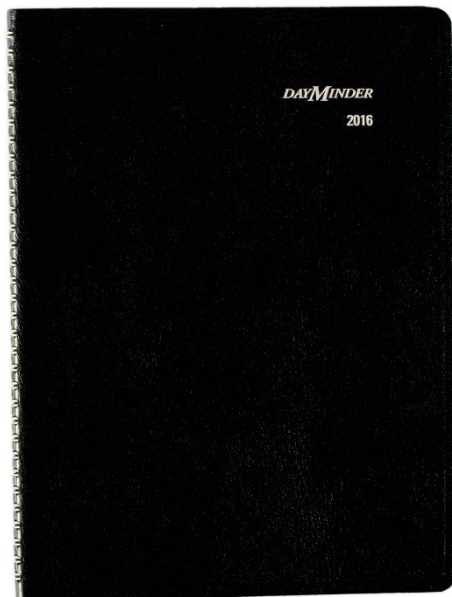
1st TWM – **Time Specific** and/or **Some Time** (TS/ST) (**Rocks**)

2nd TWM – **Non-Time Specific** and **Minimal Time** (NT/MT) (**Pebbles & Sand**)

	1 st TWM <i>Time Specific</i> and/or <i>Some Time (TS/ST)</i> Be done at specific time and/or in 30 min. or more (Rocks)	2 nd TWM <i>Non-Time Specific</i> and <i>Minimal Time (NT/MT)</i> Be done at any time and in less than 30 min (Pebbles & Sand)	<i>Unexpected or Not Schedulable</i>
<u>Routine / Urgent (R & U):</u> <ul style="list-style-type: none"> Assign staff & work Monitor operation & performance Reply to emails & calls Plan for the day & week Follow-up w/ assignments Meetings Deal w/ - Operational issues <ul style="list-style-type: none"> Customers Other agencies 	<i>Almost all R, U, and NU/I work can be either.</i>		Time Bandit
<u>Not Urgent / Important (NU/I):</u> <ul style="list-style-type: none"> Develop & train staff Motivate & inspire staff Redirect & recognize staff Handle special assignments Plan for improvements Implement & Monitor improvements Outreach to industry 			

Ray's Calendar System

DAYMINDER *The 100-hour Container*



from **DECEMBER 6**

WEEK 50

November 2004						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2004						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January 2005							February 2005						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1							
2	3	4	5	6	7	8	9	10	11	12	13	14	15
16	17	18	19	20	21	22	23	24	25	26	27	28	29
30	31												

3rd TWM
To Be Done This Week
But Not Scheduled to
DECEMBER 12

MONDAY, DEC. 6 341/25	TUESDAY, DEC. 7 342/24	WEDNESDAY, DEC. 8 343/23
7 :15 :30 :45 8 :15 :30 :45 9 :15 :30 :45 10 :15 :30 :45 11 :15 :30 :45 12 :15 :30 :45 1 :15 :30 :45 2 :15 :30 :45 3 :15 :30 :45 4 :15 :30 :45 5 :15 :30 :45 6 :15 :30 :45 7 :15 :30 :45 8 :15 :30 :45	7 :15 :30 :45 8 :15 :30 :45 9 :15 :30 :45 10 :15 :30 :45 11 :15 :30 :45 12 :15 :30 :45 1 :15 :30 :45 2 :15 :30 :45 3 :15 :30 :45 4 :15 :30 :45 5 :15 :30 :45 6 :15 :30 :45 7 :15 :30 :45 8 :15 :30 :45	7 :15 :30 :45 8 :15 :30 :45 9 :15 :30 :45 10 :15 :30 :45 11 :15 :30 :45 12 :15 :30 :45 1 :15 :30 :45 2 :15 :30 :45 3 :15 :30 :45 4 :15 :30 :45 5 :15 :30 :45 6 :15 :30 :45 7 :15 :30 :45 8 :15 :30 :45
1st TWM Time Specific and/or Some Time (Rocks)	2nd TWM Non-time Specific and Minimal Time (Pebbles Sand)	
work to be done at specific time and/or in 30 min or more	work to be done at any time and in less than 30 min.	
Breakfast	Email Plan	Email Plan
Meeting	Routine	Meeting
		NU/I
	Act Assign	Act Assign
Lunch	Follow up	Event
Meeting	Call	Meeting
	Wait for	Wait for
Event		Training

THURSDAY, DEC. 9 344/22	FRIDAY, DEC. 10 345/21	Sat DAY, DEC	Sun DAY, DEC
7 :15 :30 :45 8 :15 :30 :45 9 :15 :30 :45 10 :15 :30 :45 11 :15 :30 :45 12 :15 :30 :45 1 :15 :30 :45 2 :15 :30 :45 3 :15 :30 :45 4 :15 :30 :45 5 :15 :30 :45 6 :15 :30 :45 7 :15 :30 :45 8 :15 :30 :45	7 :15 :30 :45 8 :15 :30 :45 9 :15 :30 :45 10 :15 :30 :45 11 :15 :30 :45 12 :15 :30 :45 1 :15 :30 :45 2 :15 :30 :45 3 :15 :30 :45 4 :15 :30 :45 5 :15 :30 :45 6 :15 :30 :45 7 :15 :30 :45 8 :15 :30 :45	7 :15 :30 :45 8 :15 :30 :45 9 :15 :30 :45 10 :15 :30 :45 11 :15 :30 :45 12 :15 :30 :45 1 :15 :30 :45 2 :15 :30 :45 3 :15 :30 :45 4 :15 :30 :45 5 :15 :30 :45 6 :15 :30 :45 7 :15 :30 :45 8 :15 :30 :45	7 :15 :30 :45 8 :15 :30 :45 9 :15 :30 :45 10 :15 :30 :45 11 :15 :30 :45 12 :15 :30 :45 1 :15 :30 :45 2 :15 :30 :45 3 :15 :30 :45 4 :15 :30 :45 5 :15 :30 :45 6 :15 :30 :45 7 :15 :30 :45 8 :15 :30 :45
Meeting	Breakfast		Tai Chi
Meeting		GYM	
		Training	Radar Calendar
Lunch	NU/I		
NU/I		NU/I	
Dinner		Dinner	

Notes for Using the Calendar

Use a (red) pen to draw a vertical line separating each (day) column.

Use only pencil to do ALL scheduling.

- Do the **Weekly Planning** at the end of the previous week **along with the Radar Screen and Email systems**, write on the Calendar in this order (**priority**):
 - First, the daily / weekly Routine work (**1st TWM tasks** or **2nd TWM tasks**).
 - Second, the **1st TWM tasks** from the Radar Screen that scheduled to be done during the coming week.
 - Third, the **1st TWM tasks** from the E-mail system that scheduled to be done the coming week.
 - Fourth, the **2nd TWM tasks** from the E-mail system (optional)
 - Last, the **2nd TWM tasks** from the Radar Screen.
- For **1st TWM tasks**, indicate:
 - what to do / when to do / how long it takes to do (approx.)
- For **2nd TWM tasks**, group them according to the nature of the tasks:
 - Routine / Act/Assign / Follow-up / Calls / Wait For
- Do your **Daily Planning** in the morning **along with the Email system**.
Review you schedule along the day and IMMEDIATELY:
 - Cross off tasks after completion.
 - Add 'new' tasks on Calendar as you become aware of them.
 - Re-schedule incomplete tasks to another day or week.
 - Cross out the day when it is over.

WORDS OF CAUTION

- Schedule only work that you can complete that day or that week.
- Be realistic and do not over-schedule.
- Don't over estimate your own ability or under estimate the time to do work.
- Leave time for unexpected or non-schedulable tasks (**Time Bandit**).
- Plan for idle time (have fun and rest).

**Ray's Calendar System
for the week of:
9/7 – 9/14/15**

Radar Screen - Work

As of 9/7/14 (Mon)

9/7/2014

EXECUTIVE OFFICE

- Kelli - Weekly Update **Every Thu** / Meet 4th Wed @ 10 am (10/22) / WF GM evaluation?
- Frank - Shifting: **Radar Screen / Assignments / Op. Meetings** / Budget / Duties & Expectation
- Training - **'Taking Care of Business'** for senior managers 9/29 & 10/6 —mid managers
 - 1st workshop: Radar (write procedure) / Calendar (create real case) / Pre
 - 2nd workshop: Assignment / Work Area (take pictures) / Presentation (pre
- 'Getting-to-Yes' for supervisors and managers (start to format—Oct)
- Concrete - Ordinance (finalized) / Betting on City's buildings (MO will have internal discussion)
- Meet GMs - Reimbursement (WF Tanica?) about 1) no receipt for less than \$30, 2) scan original rec
 - Seleta 9/26 (Placard memo **9/12**—Reamer & Rush) / development (meet w/ industry &
 - Marcie (WF meeting date?—case manager / development (meet w/ industry 9/18)
 - DOD [Education Fund (SO) / CASP training (Ewa) / Tools (Ewa) / Emer. Mgmt. Lawsui
 - FD Partnership Plan (draft plan **9/8**—meet w/ Vido **9/10**—finalize plan)
- Staff Meet - Employee Orientation **9/10**
- Dennis - **Counter**—Concierge / SHEP—PDPP
- Outreach - CD1 **9/11**, 9 (**reschedule**), 2, 3, 4, 5, 6, 8, 12, 14, Busciano / \$1mil list (1, 2, 3, 4, 5, 6)
- Code - Meet 9/17—review (Oct)—FD (Oct)—form & meet industry group (Nov)—local jurisdic...
- Newsletter- 4th (start 9/15—final—email—2000 prints—LADBS locations—council offices & 13th fl.—refill)
- Code of Conduct - Finalized (WF Karen **9/10** / Discussed in SMM 9/18 (poster, handouts, etc.)
- Dev. Ref. - Enhancement Status Report (revise based on Gary's revisions **9/9**—sign off) / due pay week Wed
 - Memos to PLUM (WF hearing / submitted) / OT motion (WF AGE meeting)
- Controller - Controller will ask departments to list all fees collected, relevant ordinance, and how the fees are spent
- Investigation- Jobs in PC & Construction: TT PV Engr. / Jobs w/ C/O: contact owner (CW Ker **9/9**—no fee permit
- GM office - Format PowerPoint for profound statements (finalize)
- Meals - ICC (WF Victor) / Holly / Rush / Terrazas

1st TWM

Routine / Act - A

Follow Up - FU

Wait For - WF

EXECUTIVE OFFICER

- Staffing - AGMs [exemptions (WF MO—Personnel Committee)]—interview 9/16—appoint 10/3)
 - Paysr Approval **9/8**—80 positions allocation 9/25 (55 done)
 - Asst. Dep. (TT Frank about questions?) / SSE (Nov) / Chief Inspectors (open 9/26)
 - 1 Sr. PAI? / 1 Investigator (Nov) / Kim (borrow a position from CA?) / 120-day contract **9/8**
 - BCE I (application 9/11—interview 9/18) / BCE II (start Sep)
 - OET II **9/9** / Emergency Exec Asst. **9/9** / MA special requirements **9/9**
- Soft Story - Ordinance (finalized except parking) / Share w/ Leslie 626-441-1211 **9/12**
 - Timeline / Location / Unit (1 manager+7 engrs.+9 inspectors) / Budget (CW Celeste **9/8**)
 - Survey CD 2?—full survey (Jan) / Visual (Apt.-15000 YES & 8000 MAY BE / Condo 7000 / Com: drive by)
- Inspectors - Policy on Supervisory, PCIS, Device, MOE, Mileage, Work hours (meet **9/9**—Senior Workshop—Finalize
 - Training: Inspectors on revised policies / Pr.'s on PCIS (Steve) / Sr.'s on MOE, mileage and hours (Steve)
- Other Depts - Cashing System w/ FD & BOE (Gio needs expectations from the business side)
 - Cultural Affairs: Mural vs. Sign process (memo) / Arts Development Fee (meeting - involves Ashley)
 - BOSL: Rec & Park (relinquish authority on outside lights / expedite bldg. lights) / BOSL's sign-off on C/O

RESOURCE MANAGEMENT BUREAU

- Budget - # new positions (SMM 9/18)—estimated revenue
- Call Center- Call Back system (ITA o.k. to get our own vendor) / a clerk from EB to Call Center (announce transfer?)
- Relocation- Timeline / DSC signs (WF sample sign 9/17)
- Revise Org. Chart? / Policy to pay for license classes & exams (CW Catherine **9/8**)
- Finance - EF Report 4th QTR (Sep) / Liens (On hold for CD 10's decision (a new committee, or PLUM))
- Budget - additional 2 Acc. Clk. IIs / 1 Sr. Acc.I (SO will meet w/ Gary and Jason to sort this out)
 - I DCA IV (TT Michaelsor **9/9**) / Chief Accountant IV
 - Set a meeting (?) to discuss Reassignment Requests & History Report (before LADBS Staff Meetings)
- Discipline - Terminate ~~XXXX~~ & suspend ~~XXXX~~ (Skelly package **9/8**—announce) / Terminate ~~XXXX~~ (Skelly package?)
 - Terminate ~~XXXX~~ (Bob is preparing all issues **9/9**—set weekly meeting)
 - ~~XXXX~~ (SO & Gina interview staff—TT JD—make special arrangement?)

CASE MANAGEMENT OFFICE

- Expand Prelim (VN 9/15—WLA 10/2) / Concierge Station (Metro 10/6—VN 11/1) / Expand DSCM (Dec)

TECHNICAL SERVICES BUREAU

- Bldg. Record - Demo at SMM 9/18—focus group (Sep)—implement (Nov)
- Bldg. Info - Focus group (Sep)—Demo to managers (CW Gio in Nov)—implement (Dec)
- Website - Framework (Sep)—Demo at SMM 9/18—write up from bureaus (Oct)—beautify—implement—Delete intranet
- Build L.A. - WF Gio on issues 9/9—TT Kevin 9/11—Timeline (CW Karen) / Ordinances (CAO works on Finance)
- Data Room (Dec) / Provide more tech support for district offices (hire 5 more student workers)

ENGINEERING BUREAU

- Solar E-permit (implemented / Eliminating CRA—press release in Oct to WF DWP) / Shoring PC w/ BOE
- Record research for Counter & PC (training on record / IDS) / Resume APC (Nov) / Expand PDPP (Dec)
- Parallel Development Process (use Oceanwide as pilot? / 1 Pr., 1 Sr., 2 Planner SA)
- Revamp Peer Review Process (invite industry to vent in front of EB) / Reassign Rudolph
- Demo (30 day notification for 45-yr / WF CD 13 on 500 ft. criteria)

INSPECTION BUREAU

- ICM 10/6 / CD5: Bel Air Weekly Report (CW Frank 9/8) / 901 Strada / Mohammad Hadid (revoking permit)
- 1st Yucca Report (CW Pascal 9/9—2nd?—Green?—Millennium (raw data to State 9/15)—Millennium 2nd trench
- LADBS' Hollywood & SM in Navigate LA & ZIMAS—PV and Raymond (WF state map finalized in July—press release)

CODE ENFORCEMENT BUREAU


- CUP Enforcement / Increase Non-comp Fees to \$660 (PLUM 9/9—B&F—Council—Mayor—Oct)
- OSSPIP from 3 to 2 years (PLUM 9/9—B&F—Council—Mayor—Oct) / Sign Ord. (WF Aaron's Q&A—PLUM?)
- Reduce Response Time

PROJECTS

- Ray - Greenland: Construction started / Phase I foundation permit issued / Phase II (CRA approved)
- Wilshire: Meet on structural issues (CW Goodwin?)
- Luxe: Project proposal (WF Greg)
- Cidar: Zone change
- Chris: 12 & Fig (WF CP on structural isolation) / +adjacent city parcel (CW Chris)
- Deron: Murphy's Drill Site (appeal starts with permanent wall) / MRT (1st inspection approved 7/25)
- George: Mr. Wang's job (wrapping up design)
- Frank - Target: Stopped work & no permits
- Scorch Earth: Sorrano (WF Bai 9/2—make determination) / Tent at Ave of Star (will remove by 9/12)
- CNG - CD 11: Police Trailers (WF them to come back to pull permit / come back for revision)
- LAX Sheraton's DAD issue: 1) WF revised design to swing door out & 2) WF modification to approve
- ITA remodeling: WF plans to come
- Fred B: 7th Street (open space issue?)

As of 9/8/14 (Mon) – 12 pm

[illegible]

- Crossed off 'complete' tasks as they got done.
- Scheduled 'new' tasks  as they came in. (Many came from Emails.)
- Rescheduled 1 meeting.
- Clouded the incomplete task. Cross it off only when it is rescheduled.

As of 9/9/14 (Tue) – 9 am

September 8 - 10

August	S	M	T	W	T	F	S
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24	25	26	27	28	29	30	31

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November	S	M	T	W	T	F	S
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WF = (A-11-14)

- MARCIE

- SO (OCC. CHART)

11 - 14 September

8 Monday Sept 8	9 Tuesday Sept 9	10 Wednesday Sept 10
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11 Thursday Sept 11	12 Friday Sept 12	13 Saturday Sept 13
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- Crossed off 'complete' tasks as they got done.
- All Monday's tasks were done.
- Scheduled 'new' tasks * as they came in.
- A breakfast was cancelled. Crossed it off.
- Completed Daily Planning for Tuesday.

September 10 1992

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31													

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11 Thursday 2/1/78	12 Friday 2/2/78	13 Saturday 2/3/78
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<p>EMAIL PLAN</p> <p>7:00</p> <p>7:30</p> <p>8:00</p> <p>8:30</p> <p>9:00</p> <p>9:30</p> <p>10:00</p> <p>10:30</p> <p>11:00</p> <p>11:30</p> <p>12:00</p> <p>12:30</p> <p>13:00</p> <p>13:30</p> <p>14:00</p> <p>14:30</p> <p>15:00</p> <p>15:30</p> <p>16:00</p> <p>16:30</p> <p>17:00</p> <p>17:30</p> <p>18:00</p> <p>18:30</p> <p>19:00</p> <p>19:30</p> <p>20:00</p> <p>20:30</p> <p>21:00</p> <p>21:30</p> <p>22:00</p> <p>22:30</p> <p>23:00</p> <p>23:30</p> <p>24:00</p>	<p>EMAIL PLAN</p> <p>7:00</p> <p>7:30</p> <p>8:00</p> <p>8:30</p> <p>9:00</p> <p>9:30</p> <p>10:00</p> <p>10:30</p> <p>11:00</p> <p>11:30</p> <p>12:00</p> <p>12:30</p> <p>13:00</p> <p>13:30</p> <p>14:00</p> <p>14:30</p> <p>15:00</p> <p>15:30</p> <p>16:00</p> <p>16:30</p> <p>17:00</p> <p>17:30</p> <p>18:00</p> <p>18:30</p> <p>19:00</p> <p>19:30</p> <p>20:00</p> <p>20:30</p> <p>21:00</p> <p>21:30</p> <p>22:00</p> <p>22:30</p> <p>23:00</p> <p>23:30</p> <p>24:00</p>	<p>EMAIL PLAN</p> <p>7:00</p> <p>7:30</p> <p>8:00</p> <p>8:30</p> <p>9:00</p> <p>9:30</p> <p>10:00</p> <p>10:30</p> <p>11:00</p> <p>11:30</p> <p>12:00</p> <p>12:30</p> <p>13:00</p> <p>13:30</p> <p>14:00</p> <p>14:30</p> <p>15:00</p> <p>15:30</p> <p>16:00</p> <p>16:30</p> <p>17:00</p> <p>17:30</p> <p>18:00</p> <p>18:30</p> <p>19:00</p> <p>19:30</p> <p>20:00</p> <p>20:30</p> <p>21:00</p> <p>21:30</p> <p>22:00</p> <p>22:30</p> <p>23:00</p> <p>23:30</p> <p>24:00</p>

- Took 1 hour vacation time off.**

As of 9/11/14 (Thu) – 9 am

The image shows a calendar for September 8-10, 2004. The calendar is a grid with days of the week and dates. Handwritten notes are present in several cells. A red circle is drawn around the text 'KEN - SHORIN' in the cell for September 9th, 2004. Other handwritten notes include 'LACEA' and 'LACEA' in the top row, 'LACEA' and 'LACEA' in the second row, 'LACEA' and 'LACEA' in the third row, 'LACEA' and 'LACEA' in the fourth row, 'LACEA' and 'LACEA' in the fifth row, 'LACEA' and 'LACEA' in the sixth row, 'LACEA' and 'LACEA' in the seventh row, 'LACEA' and 'LACEA' in the eighth row, 'LACEA' and 'LACEA' in the ninth row, 'LACEA' and 'LACEA' in the tenth row, 'LACEA' and 'LACEA' in the eleventh row, 'LACEA' and 'LACEA' in the twelfth row, 'LACEA' and 'LACEA' in the thirteenth row, 'LACEA' and 'LACEA' in the fourteenth row, 'LACEA' and 'LACEA' in the fifteenth row, 'LACEA' and 'LACEA' in the sixteenth row, 'LACEA' and 'LACEA' in the seventeenth row, 'LACEA' and 'LACEA' in the eighteenth row, 'LACEA' and 'LACEA' in the nineteenth row, 'LACEA' and 'LACEA' in the twentieth row, 'LACEA' and 'LACEA' in the twenty-first row, 'LACEA' and 'LACEA' in the twenty-second row, 'LACEA' and 'LACEA' in the twenty-third row, 'LACEA' and 'LACEA' in the twenty-fourth row, 'LACEA' and 'LACEA' in the twenty-fifth row, 'LACEA' and 'LACEA' in the twenty-sixth row, 'LACEA' and 'LACEA' in the twenty-seventh row, 'LACEA' and 'LACEA' in the twenty-eighth row, 'LACEA' and 'LACEA' in the twenty-ninth row, 'LACEA' and 'LACEA' in the thirtieth row, 'LACEA' and 'LACEA' in the thirty-first row.

- Crossed off 'complete' tasks as they got done.
- All Wednesday's tasks were done except one.
- Scheduled 'new things-to-do' 🌟 as they came in.
- 1 meeting was cancelled and rescheduled.
- Completed Daily Planning for Thursday.

As of 9/12/14 (Fri) – 9 am

September 2014		August 2014		September 2014		October 2014		November 2014		December 2014		January 2015		February 2015		March 2015		April 2015		May 2015		June 2015		July 2015		August 2015		September 2015		October 2015		November 2015		December 2015		January 2016		February 2016		March 2016		April 2016		May 2016		June 2016		July 2016		August 2016		September 2016		October 2016		November 2016		December 2016		January 2017		February 2017		March 2017		April 2017		May 2017		June 2017		July 2017		August 2017		September 2017		October 2017		November 2017		December 2017		January 2018		February 2018		March 2018		April 2018		May 2018		June 2018		July 2018		August 2018		September 2018		October 2018		November 2018		December 2018		January 2019		February 2019		March 2019		April 2019		May 2019		June 2019		July 2019		August 2019		September 2019		October 2019		November 2019		December 2019		January 2020		February 2020		March 2020		April 2020		May 2020		June 2020		July 2020		August 2020		September 2020		October 2020		November 2020		December 2020		January 2021		February 2021		March 2021		April 2021		May 2021		June 2021		July 2021		August 2021		September 2021		October 2021		November 2021		December 2021		January 2022		February 2022		March 2022		April 2022		May 2022		June 2022		July 2022		August 2022		September 2022		October 2022		November 2022		December 2022		January 2023		February 2023		March 2023		April 2023		May 2023		June 2023		July 2023		August 2023		September 2023		October 2023		November 2023		December 2023		January 2024		February 2024		March 2024		April 2024		May 2024		June 2024		July 2024		August 2024		September 2024		October 2024		November 2024		December 2024		January 2025		February 2025		March 2025		April 2025		May 2025		June 2025		July 2025		August 2025		September 2025		October 2025		November 2025		December 2025		January 2026		February 2026		March 2026		April 2026		May 2026		June 2026		July 2026		August 2026		September 2026		October 2026		November 2026		December 2026		January 2027		February 2027		March 2027		April 2027		May 2027		June 2027		July 2027		August 2027		September 2027		October 2027		November 2027		December 2027		January 2028		February 2028		March 2028		April 2028		May 2028		June 2028		July 2028		August 2028		September 2028		October 2028		November 2028		December 2028		January 2029		February 2029		March 2029		April 2029		May 2029		June 2029		July 2029		August 2029		September 2029		October 2029		November 2029		December 2029		January 2030		February 2030		March 2030		April 2030		May 2030		June 2030		July 2030		August 2030		September 2030		October 2030		November 2030		December 2030		January 2031		February 2031		March 2031		April 2031		May 2031		June 2031		July 2031		August 2031		September 2031		October 2031		November 2031		December 2031		January 2032		February 2032		March 2032		April 2032		May 2032		June 2032		July 2032		August 2032		September 2032		October 2032		November 2032		December 2032		January 2033		February 2033		March 2033		April 2033		May 2033		June 2033		July 2033		August 2033		September 2033		October 2033		November 2033		December 2033		January 2034		February 2034		March 2034		April 2034		May 2034		June 2034		July 2034		August 2034		September 2034		October 2034		November 2034		December 2034		January 2035		February 2035		March 2035		April 2035		May 2035		June 2035		July 2035		August 2035		September 2035		October 2035		November 2035		December 2035		January 2036		February 2036		March 2036		April 2036		May 2036		June 2036		July 2036		August 2036		September 2036		October 2036		November 2036		December 2036		January 2037		February 2037		March 2037		April 2037		May 2037		June 2037		July 2037		August 2037		September 2037		October 2037		November 2037		December 2037		January 2038		February 2038		March 2038		April 2038		May 2038		June 2038		July 2038		August 2038		September 2038		October 2038		November 2038		December 2038		January 2039		February 2039		March 2039		April 2039		May 2039		June 2039		July 2039		August 2039		September 2039		October 2039		November 2039		December 2039		January 2040		February 2040		March 2040		April 2040		May 2040		June 2040		July 2040		August 2040		September 2040		October 2040		November 2040		December 2040		January 2041		February 2041		March 2041		April 2041		May 2041		June 2041		July 2041		August 2041		September 2041		October 2041		November 2041		December 2041		January 2042		February 2042		March 2042		April 2042		May 2042		June 2042		July 2042		August 2042		September 2042		October 2042		November 2042		December 2042		January 2043		February 2043		March 2043		April 2043		May 2043		June 2043		July 2043		August 2043		September 2043		October 2043		November 2043		December 2043		January 2044		February 2044		March 2044		April 2044		May 2044		June 2044		July 2044		August 2044		September 2044		October 2044		November 2044		December 2044		January 2045		February 2045		March 2045		April 2045		May 2045		June 2045		July 2045		August 2045		September 2045		October 2045		November 2045		December 2045		January 2046		February 2046		March 2046		April 2046		May 2046		June 2046		July 2046		August 2046		September 2046		October 2046		November 2046		December 2046		January 2047		February 2047		March 2047		April 2047		May 2047		June 2047		July 2047		August 2047		September 2047		October 2047		November 2047		December 2047		January 2048		February 2048		March 2048		April 2048		May 2048		June 2048		July 2048		August 2048		September 2048		October 2048		November 2048		December 2048		January 2049		February 2049		March 2049		April 2049		May 2049		June 2049		July 2049		August 2049		September 2049		October 2049		November 2049		December 2049		January 2050		February 2050		March 2050		April 2050		May 2050		June 2050		July 2050		August 2050		September 2050		October 2050		November 2050		December 2050		January 2051		February 2051		March 2051		April 2051		May 2051		June 2051		July 2051		August 2051		September 2051		October 2051		November 2051		December 2051		January 2052		February 2052		March 2052		April 2052		May 2052		June 2052		July 2052		August 2052		September 2052		October 2052		November 2052		December 2052		January 2053		February 2053		March 2053		April 2053		May 2053		June 2053		July 2053		August 2053		September 2053		October 2053		November 2053		December 2053		January 2054		February 2054		March 2054		April 2054		May 2054		June 2054		July 2054		August 2054		September 2054		October 2054		November 2054		December 2054		January 2055		February 2055		March 2055		April 2055		May 2055		June 2055		July 2055		August 2055		September 2055		October 2055		November 2055		December 2055		January 2056		February 2056		March 2056		April 2056		May 2056		June 2056		July 2056		August 2056		September 2056		October 2056		November 2056		December 2056		January 2057		February 2057		March 2057		April 2057		May 2057		June 2057		July 2057		August 2057		September 2057		October 2057		November 2057		December 2057		January 2058		February 2058		March 2058		April 2058		May 2058		June 2058		July 2058		August 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2064		December 2064		January 2065		February 2065		March 2065		April 2065		May 2065		June 2065		July 2065		August 2065		September 2065		October 2065		November 2065		December 2065		January 2066		February 2066		March 2066		April 2066		May 2066		June 2066		July 2066		August 2066		September 2066		October 2066		November 2066		December 2066		January 2067		February 2067		March 2067		April 2067		May 2067		June 2067		July 2067		August 2067		September 2067		October 2067		November 2067		December 2067		January 2068		February 2068		March 2068		April 2068		May 2068		June 2068		July 2068		August 2068		September 2068		October 2068		November 2068		December 2068		January 2069		February 2069		March 2069		April 2069		May 2069		June 2069		July 2069		August 2069		September 2069		October 2069		November 2069		December 2069		January 2070		February 2070		March 2070		April 2070		May 2070		June 2070		July 2070		August 2070		September 2070		October 2070		November 2070		December 2070		January 2071		February 2071		March 2071		April 2071		May 2071		June 2071		July 2071		August 2071		September 2071		October 2071		November 2071		December 2071		January 2072		February 2072		March 2072		April 2072		May 2072		June 2072		July 2072		August 2072		September 2072		October 2072		November 2072		December 2072		January 2073		February 2073		March 2073		April 2073		May 2073		June 2073		July 2073		August 2073		September 2073		October 2073		November 2073		December 2073		January 2074		February 2074		March 2074		April 2074		May 2074		June 2074		July 2074		August 2074		September 2074		October 2074		November 2074		December 2074		January 2075		February 2075		March 2075		April 2075		May 2075		June 2075		July 2075		August 2075		September 2075		October 2075		November 2075		December 2075		January 2076		February 2076		March 2076		April 2076		May 2076		June 2076		July 2076		August 2076		September 2076		October 2076		November 2076		December 2076		January 2077		February 2077		March 2077		April 2077		May 2077		June 2077		July 2077		August 2077		September 2077		October 2077		November 2077		December 2077		January 2078		February 2078		March 2078		April 2078		May 2078		June 2078		July 2078		August 2078		September 2078		October 2078		November 2078		December 2078		January 2079		February 2079		March 2079		April 2079		May 2079		June 2079		July 2079		August 2079		September 2079		October 2079		November 2079		December 2079		January 2080		February 2080		March 2080		April 2080		May 2080		June 2080		July 2080		August 2080		September 2080		October 2080		November 2080		December 2080		January 2081		February 2081		March 2081		April 2081		May 2081		June 2081		July 2081		August 2081		September 2081		October 2081		November 2081		December 2081		January 2082		February 2082		March 2082		April 2082		May 2082		June 2082		July 2082		August 2082		September 2082		October 2082		November 2082		December 2082		January 2083		February 2083		March 2083		April 2083		May 2083		June 2083		July 2083		August 2083		September 2083		October 2083		November 2083		December 2083		January 2084		February 2084		March 2084		April 2084		May 2084		June 2084		July 2084		August 2084		September 2084		October 2084		November 2084		December 2084		January 2085		February 2085		March 2085		April 2085		May 2085		June 2085		July 2085		August 2085		September 2085		October 2085		November 2085		December 2085		January 2086		February 2086		March 2086		April 2086		May 2086		June 2086		July 2086		August 2086		September 2086		October 2086		November 2086		December 2086		January 2087		February 2087		March 2087		April 2087		May 2087		June 2087		July 2087		August 2087		September 2087		October 2087		November 2087		December 2087		January 2088		February 2088	
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As of 9/12/14 (Fri) – End of Day

September 8 - 10				September 11 - 14			
August 2014				September 2014			
S	M	T	F	S	M	T	F
1	2	3	4	1	2	3	4
5	6	7	8	5	6	7	8
9	10	11	12	9	10	11	12
13	14	15	16	13	14	15	16
17	18	19	20	17	18	19	20
21	22	23	24	21	22	23	24
25	26	27	28	25	26	27	28
29	30	31		29	30		

8 Monday	9 Tuesday	10 Wednesday	11 Thursday	12 Friday	13 Saturday
7:00 CHALK BOARD KINGSHET	7:00 CHALK BOARD KINGSHET	7:00 CHALK BOARD KINGSHET	7:00 CHALK BOARD KINGSHET	7:00 CHALK BOARD KINGSHET	7:00 CHALK BOARD KINGSHET
8:00 KINGSHET	8:00 KINGSHET	8:00 KINGSHET	8:00 KINGSHET	8:00 KINGSHET	8:00 KINGSHET
9:00 KINGSHET	9:00 KINGSHET	9:00 KINGSHET	9:00 KINGSHET	9:00 KINGSHET	9:00 KINGSHET
10:00 KINGSHET	10:00 KINGSHET	10:00 KINGSHET	10:00 KINGSHET	10:00 KINGSHET	10:00 KINGSHET
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31:00 KINGSHET	31:00 KINGSHET	31:00 KINGSHET	31:00 KINGSHET	31:00 KINGSHET	31:00 KINGSHET

- All tasks were done except 8 NU/I items and 1 meeting - rescheduled to the following week

Took 2 hours vacation time off.

Based on my calendar, what did I do from 9/7 – 9/12?

- Prepared for 5 presentations/meetings
- Attended 8 meetings
- Provided 3 presentations
- Act on 20 matters
- Monitor and Follow-up with 34 matters (some multiple times)
- *Took 3 hours vacation (Wed & Fri)*
- Ad Hoc tasks and many Email work had not been included.
- Did not do 8 NU/I items and 3 meetings were cancelled.
All rescheduled to the following week.

*Did not drop any ball.
Enhanced Operation.*

The Calendar System Can be Used as:

- **Calendar** to keep track of time and day.
- **Appointment Book** to remind us of Meals / Meetings / Appointments
- **Planner** to fill the 100-hour Container with work:
 - plan '**what to do**' (*Act, Act/Assign, Assign, Monitor & Follow-up*)
 - schedule '**when and how long to do**'
 - act &/or assign to '**do it**'
- **Checklist** to monitor our work.
- **Notepad** to update existing tasks and record new tasks.

For the past 25 years, my Calendar has helped me to be more productive , efficient, and effective.

Benefits for Applying the TCB - **Calendar** Systems:

- Know when to do what (R, U and NU/I) throughout the week.
- Better scheduling to allocate appropriate time to activities.
- More productive.
- Handle high workload with low stress.
- Seldom procrastinate.
- Always have adequate time to work, less crunch time.
- Seldom miss due date or deadline.
- May have to reschedule work to other week but *NO BALL DROPPED*.
- Constantly create a sense of accomplishment.

The success of the System depends on:

- the effectiveness of the **TOOLS**,
- the efficiency of the **PROCEDURES** to use the tools, and
- the **DISCIPLINE** / **HABIT** to apply the procedures